Employee Performance – and Development Plan

			From June 1, 1999 to	May 31, 2000
Employee Name	Z Number	Group	Review Period	
Supervisor's Name (If other than manage	er) 7 Number	Manager's Name ((Group-level or above)	7 Number

Individual Performance Plan and Results						
Organizational Objectives (Manager provides to employee) List objectives relevant to employee (e.g., project, group, program, or division objectives; Key Focus Areas; Special Provisions; UC/DOE Performance Measures; etc.).	Individual Performance Objectives (Employee drafts, manager finalizes, both initial section below) Identify key objectives reflecting a significant portion of the job and most relevant to Organizational Objectives. Objectives should be challenging, achievable, and measurable.	Results Summary (Employee drafts, manager finalizes at end of review cycle) Describe results achieved for each Individual Performance Objective. Manager finalizes narrative and rates each objective. 5 Point Rating scale: 80, 90,100, 110, 120 (120 = outstanding)				
I. ES&H/Operations Objectives:	I. ES&H Operations Objectives:	Rating				
A. ES&H—Continue to promote awareness of ISM &ESH policy with SAT Team members through discussion of ISM policy and safety presentations/discussions at team meetings.	A. Promote a safe work environment by inspecting my individual work area monthly. Immediately notify supervisor of potential hazards or concerns within my work area or the work area of others.					
B. SecurityEnsure that relevant security regulations are known and practiced, and offices, computers, personnel files, and documents are appropriately marked and secured at all times.	B. Ensure that documents, offices, and computers are appropriately secured when not in use. Immediately notify supervisor of potential security concerns.					
II. Administrative Objectives: A. Workforce—Continue to improve team operations by streamlining internal procedures & using metrics to determine customer satisfaction.	II. Administrative Objectives: A. Be punctual and available for work. Meet reporting deadlines, i.e. time & effort, performance appraisals and requests for information. Provide adequate advance notice of anticipated absences.					
III. Programmatic Objectives: A. Strategic Alignment—	III. Programmatic Objectives					
Develop & finalize technical requirements & specifications needed to re-compete the secretarial & technical contracts. Success will be measured by the selection of vendors to provide contract services.						

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B. Operational Provide highly qualified Laboratory & contract workers to optimize institutional productivity for temporary long- and short-term assignments. Success will be measured by customer feedback on pool and contract eval employee.	B(1). Serve as a resource and/or point of contact for Laboratory organizations, interacting professionally with visitors, internal and external persons. Success will be determined by customer feedback in the following areas: * Interpersonal Skills * CommunicationOral and Written * Customer Satisfaction B(2). Provide administrative/secretarial/clerical support to Laboratory organizations. Success of this objective will be determined by customer feedback in the areas of: * Job Knowledge * Quality/Quantity of Work * Organizational Skills/Time Management * Problem Solving		
 C. Quality of Work Life— 1. Continue to build a cohesive, well-informed team where accomplishments, innovation, career development, and risk-taking are rewarded. 2. Support mentoring efforts by staff members and pool employees. 3. Develop a more formalized approach to career development and cross-training for team members. Success will be measured by incorporating formal training plans into next year's appraisals. 	C. Quality of Work Life C(1). Keep abreast of current informational items and new policies. (through participation in organizational meetings, interaction with team members and e-mail.) C(3). Enhance skills and participate in professional development opportunities as specified in training plan, subject to time and funding constraints.		

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Initials: En	nployee ————	Manager/Supervisor —————				
Individual	Development Plan and	d Results (Employee drafts, man	ager finalizes, both initial section	n below)	-	
Goal(s) Identify	-	ocus on strengthening or developing. Goa		ge or skills that need to be improved. They s	hould be specific,	
Actions em	Actions aployee will do to move toward goals.	Resources Resources available to support action	Completion Date Date action will be completed.	Results Summary (Employee drafts, manager finalizes at end of review cycle) Describe progress toward each action or Development Goal.		
Initials: Er	mployee ————	Manager/Supervisor ———				
Performa	nce Summary (Manager writes	at end of review cycle) Summarize emp	oloyee performance based on a	chievement of Performance Objectives and I	Development Goals.	
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Unsatisfactory Performance	Supervisor's Signature (Optional)	Date	Manager Signature	(Group level or above)	Date	
	I have reviewed this Performance Sumr opportunity to discuss it with my manag	nary and Development Plan and have hader.	the Employee Signature	(May submit comments within 30 days)	Date	